

DAAD Application Checklist

General Information:

Please note that, in accordance with DAAD regulations, we are only able to consider applications which are fully completed and accompanied by all necessary supporting documentation. The documents are only valid with the necessary signatures, stamps, dates and official letterheads (where applicable)!

- DAAD application form (hand-signed, find it here under 'Application Procedure')
- hand-signed CV showing recent date (please use the europass specimen form at <http://europass.cedefop.europa.eu/>)
- hand-signed letter of motivation showing recent date (with reference to current occupation)
- academic letter/s of recommendation from your university; the letter must be written on paper with official letterhead, have a signature and office stamp and must show the recent date (not in a sealed envelope)
- professional letter/s of recommendation from your employer; the letter must be written on paper with official letterhead, have a signature and office stamp and must show the recent date (not in a sealed envelope)
- confirmation of employment from the employer in your home country and if possible, a guarantee of re-employment upon your return home; at the time of application the candidate must have 2 years of relevant work experience after graduation
- proof of language abilities
 - English – IELTS or TOEFL (Note: Institutional TOEFL will not be accepted), TOEFL minimum 79, IELTS minimum 6.0 (in case an English proficiency test is not available yet at the time of applying, it can be handed at the latest by end of October of the year of application)
- copies of awarded academic degrees with certified translations in English or German; the last degree may not be older than 6 years at the time of the application
- grading scheme
- copies of academic transcripts with certified translations (in English or German)
- Urban Management application form